



## EMPLOYMENT OPPORTUNITY

### Social Services Community Navigator

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Department: Social Services

Posting Date: August 23, 2024

Location: Nipissing First Nation, ON

Schedule: Standard Work Week/35hrs

Job type: Full-time, Permanent

Vacancies: 1

Reports To: Director of Social Services

Starting Salary: \$58,021.60

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#### **What you'll do in the role**

- Assist on and local off-reserve community members in identifying and accessing needed services, such as, court, Old Age Security (OAS), Ontario Disability Support Program (ODSP), acquiring Identification, and other support services
- Conduct case conferencing to ensure clients with multiple off-reserve support services are progressing toward their goals.
- Maintain strict confidentiality and privacy of all community members accessing services. Ensure all client interactions and data are handled with the highest level of discretion.
- Provide education and awareness around Elder abuse and vulnerable people.
- Establish relationships with staff in various departments and external organizations.
- Liaise with service providers to ensure a smooth referral process for clients.
- Advocate for clients when barriers to care or services are encountered.
- Assist clients with applications for Old Age Security (OAS), Ontario Disability Support Program (ODSP), and other support services.
- Provide support in acquiring identification documents.
- Assist with Nipissing First Nation requirements for banking and trust distributions.
- Work proactively to address and overcome challenges affecting clients' access to services.
- Ensure all client interactions and data are handled with the highest level of discretion.
- Document clients' journey in the internal database using service and cultural codes.
- Enter all encounters in the database in a timely fashion, with case notes entered within 24-48 hours of service delivery.
- Complete monthly reports using the provided template.

#### **Just a few reasons to join Nipissing First Nation**

- Opportunity to work with a dynamic team with career growth across multiple departments.



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- Nipissing First Nation prides itself in providing its employees with job security, competitive wages, and a safe working environment.
- On-the-job training to support your success in the role.
- A defined contribution pension plan.
- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability insurance.
- Casual dress
- Better than average vacation and leave packages

#### What you bring to the table

- Respect for indigenous culture and willingness to learn Ojibwe.
- Must have Social Services Diploma or Bachelor of Social Work, Health Care or related field.
- Member of the Ontario College of SW or SSW or eligible to be a member is an asset.
- Proficiency in case management software and tools.
- Knowledge of local and regional service providers and resources.
- Minimum of 2 years' experience in social services, case management, or a related field, especially working with adults and seniors, is highly desirable.
- Strong interpersonal and communication skills.
- Ability to work independently and as part of a team.
- Proficiency in conducting needs assessments and developing care plans.
- Knowledge of local social services and community resources.
- Crisis management and problem-solving abilities.
- Valid Ontario driver's license.
- Ability to handle sensitive and confidential information.

#### APPLICATION DEADLINES:

Nipissing First Nation adheres to the following process for our recruitment practices.

##### **Closing September 6, 2024 - 1st Round**

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Two

##### **Closing September 13, 2024 - 2nd Round**



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- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Three

#### **Closing September 20, 2024 - 3rd Round**

- Opportunities are open to all applicants (status and non-status)
- The posting will be open until filled.

*If you are excited by this opportunity and want to be a part of Nipissing First Nation, please **apply online by emailing your cover letter and resume to [resumes@nfn.ca](mailto:resumes@nfn.ca) no later than 4:30pm** on the application deadline noted above.*

#### **Are you a member of NFN? If so, please read below:**

- ✓ Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.
- ✓ Work experience and training opportunities are taken into consideration when screening applications.
- ✓ Nipissing First Nation members are encouraged to apply to all rounds of employment postings.
- ✓ As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.

**Miigwech to all applicants for their interest; however, only those selected for an interview will be contacted.**